

**CONFIDENTIAL**  
Security Information

**RETURN TO**  
RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

MEMORANDUM TO FILES

4 June 1952

SUBJECT: Office Code *fu*

1. The following code will be used to designate the major subdivision (CIA Office) on SF 115, Request for Authority to Dispose of Records. The office designation will not be used.

2. ~~This code is also used in the Vital Materials Repository.~~

*Superseded by  
Code dated  
13 Apr 54*

OFFICE CODE

Staff Offices

S01	National Security Council
S02	Director of Central Intelligence
S03	Deputy Director Central Intelligence
S04	Deputy Director - Administration
S05	Deputy Director - Plans
S06	Assistant Deputy - General
S07	Assistant Deputy - Special

Administrative Offices

A01	Administrative Services Office	
A02	Audit Office	
A03	Communications Office	
	Comptroller	
A04	<del>Finance</del> Office	A04: 004.1-Comptroller; 004.2-Budget 004.3 Fiscal; 004.4 Finance
A05	General Counsel	
A06	Inspection & Security	

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Administrative Offices

A07 Management Analysis Office  
A08 Medical Office  
A09 Personnel Office  
A10 Procurement Office  
A11 Training Office

Operational Offices

001 Collection & Dissemination  
002 Current Intelligence  
003 Intelligence Coordination  
004 National Estimates  
005 Operations --- (005.1 Contact Div. 005.3 FDD  
(005.2 FBID 005.4   
006 Policy Coordination  
007 Research & Reports  
008 Scientific Intelligence  
009 Special Operations

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